

Kruglov, Galyna

From: Kruglov, Galyna
Sent: Friday, January 27, 2012 3:27 PM
To: Sliman, Brian; Pfrogner, Colin; Martinez, Raymond; Patrick-Harris, Michelle; Rabelo, Octavio
Cc: Alvarez, Yesenia; Cano, Indira; Dellacasa-Diaz, Sandra; Estevez, Frank; Fritz, Michael; Hall, Arnita; Hester, Samantha; Inguanzo, Ramiro; Radig, Sue; Ramos, Heather; Sicily, Sandra
Subject: New Hire - Jessica Salabarria

Employee ID # 19928



MIAMI BEACH

**CITY OF MIAMI BEACH HUMAN RESOURCES DEPARTMENT
 EMPLOYMENT REPORT**

FOR BENEFIT PURPOSE ONLY:POLICE BACKGROUND: ☒ HR BACKGROUND:REHIRE: NEW HIRE: ☒**EMPLOYEE INFORMATION:**

EMPLOYEE NAME: Jassica Salabarria

POSITION: Police Officer START DATE: 01/30/2012

HOURLY RATE: 23.55 DEPARTMENT: Police/Patrol

PREVIOUS INCUMBENT: Derick Kuilan

POSITION NUMBER: 5011-097

EMPLOYMENT STATUS:PROBATIONARY: ☒ TEMPORARY: FULL-TIME: ☒ PART-TIME:

UNION: FOP

BUDGET CODE: 1120

MILITARY VETERAN (YES/NO): No**ORIENTATION:** TBD**TRAINING NEEDS***(Please note related Hyperlinks)*

City Wide Mandatory Trainings: Diversity, Sexual Harassment, Team Building, Ethics, and Service Excellence. **Consult Organizational Development Master Training Calendar or contact OBPI for the next available dates**

FOR EMPLOYEES WORKING IN SUPERVISORY CAPACITY ONLY:

Performance Appraisal (Offered by HR): n/a

Interview and Selection (Offered by HR): n/a

Disciplinary Action (Offered by HR): n/a

SUPERVISOR'S CHECKLIST*(Remember to go over everything that applies to the employee)*

- **Essential Piece and Key Intended Outcomes**
- **Employee Guide (Employee Handbook)**
- **Service Excellence policy**
- **City and Department Policies and Procedures:**
 - **Work Hours**
 - **Location of time clock, instructions on how to use**
 - **Attendance and tardiness regulations**
 - **Safety on the job (Department/Division/unit rules)**
 - **Injury on the job (reporting procedure)**

range, the City Manager's approval is required. Please attach a memorandum justifying the request; this justification will be used by the Human Resources to make a recommendation to the City Manager. Are you requesting the starting salary over the minimum range?:

Approvers		
Level I Approval	Sliman, Brian	12/06/11 04:35 PM
Level II Approval	Martinez, Raymond	12/08/11 03:33 PM

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CITY 000857